

10 March 1971

Memorandum to:



25X1

Subject: Reports Cost Reductions

1. Two offices of the Support Directorate have reported reports cost reductions that have exceeded their projected goal. They are as indicated below:

Office	Projected Goal	Cost Reduction
Office of Logistics	\$24,000	\$26,703.32 ²
Office of Medical Services	\$700	1,980.00 ²

2. We are working with the Office of Training on their report in that there are some discrepancies on the computer costs allocated to them.

25X1



Chief Support Services Staff

Office of Operations Projected Total \$ 24,000. -
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Report No.	Report Title	Category	Frequency	Action Taken	Savings (Reduction)
See attached detailed report	A total of 41 reports have either been eliminated, frequency of report changed or new format introduced thus resulting in fewer copies			Eliminated 16 reports 25 reports reduced in frequency of reporting. Columns properly reduced, subformat resulting in fewer copies	\$ 26,703.32